



MAASAI MARA

UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

HIRING OF GRADUATION GOWNS - 2023

A. To be completed by every graduand in **Duplicate**.

School:..... Programme:.....

Full Name:

Registration Number:

Contact Address:..... Tel. No:.....

I confirm that I have collected the following items of the Academic Dress after payment of KShs..... Receipt No:.....

Hood Cap Gown (*Tick against issued items*)

(DO NOT IRON THE ACADEMIC DRESS)

I understand that the gowns **MUST** be returned not later than **Friday, 12th January, 2024** failure to which a fee of **One Thousand (KShs. 1000/=)** Shillings per day will be charged, inclusive of weekends.

I understand that the items of the academic dress that I have collected must be returned in the same condition in which they were issued.

Date Collected:..... Signature:.....

Signature of the issuing officer:..... Rubber Stamp:

For: Registrar, AA

B. I have returned the following items of the academic dress in good condition:

Hood Cap Gown (*Tick against returned items*)

I have paid the following amount for failing to return the gown as per the stipulated deadline.

Number of days after deadline..... Amount in Kshs.....

Receipt No:..... Receiving officer:.....

I certify that the items borrowed by the graduand have been returned in the same condition in which they were issued.

Name:..... Signature:.....

Date:.....

Any additional comment:.....

A copy of this form together with **Certified Copies** of the Clearance Form **MUST** be surrendered when collecting the certificate.